

STATE TA FAQs



CO National Guard
State Tuition Assistance Office

Updated 11/10/16

NOTICE TO POTENTIAL APPLICANTS:

READ CAREFULLY BEFORE BEGINNING AN APPLICATION!

Members should access the website **EVERY SEMESTER** to obtain up-to-date information before initiating their application for State TA. It is the applicant's responsibility to ensure they are submitting the correct forms.

It is highly recommended the process for obtaining all your required paperwork commence immediately. New applicants should refer to: The Comprehensive Guide to Applying for CO National Guard State TA.

State Tuition Assistance Overview

Which Guard Members are eligible to apply?

CO National Guard Members under the following 'eligible' statuses are encouraged to apply for State Tuition Assistance:

ELIGIBLE:

Title 10: Deployment, Call Up

Title 32: Traditional, AGR, Federal Technician, M-Day

NOT ELIGIBLE:

Title 10: Active Duty & Title 38 Veteran/Retiree

Spouses/Dependents

Reservists

Currently, the program is paying up to \$4250/semester at the approved schools listed below (not to exceed \$4250 or \$475/credit hour). Funding is subject to change, based on funding availability.

The following state funded institutions are sponsored by this program.

Adams State College
Aims Community College
Arapahoe Community College
Colorado Mesa University
Colorado Mountain College
Colorado Northwestern Community College
Colorado School of MINES
Colorado State University (CSU)
Colorado State University @ Pueblo
Colorado State University Global (CSUG)
Community College Aurora
Community College Denver
Delta VOTech
Emily Griffith
Fort Lewis College
Front Range Community College
Lamar Community College

Metro State University of Denver
Morgan Community College
Northeastern Junior College
Otero Junior College
Pickens Technical College
Pikes Peak Community College
Pueblo Community College
Red Rocks Community College
Southwest Colorado Community College
Trinidad State Junior College
University of Colorado at Boulder (CU)
University of Colorado at Colorado Springs
University of Colorado at Denver
University of Northern Colorado (UNC)
Western State Colorado University
University of CO Health Sciences Center

DEFINITION GUIDE FOR APPLICANTS

Online Application Packet: Completed every semester. Comprised of your demographic information and documentation, some documents will be unique to your situation. Submitted through www.colorado.gov/dmva by the established deadline posted.

169C Form: Certification and Authorization of Eligibility from a Brigade/Squadron Command to participate in the State TA program. Commanders reports DOE, ETS, PRN#, AFSC/MOS, and provides approval/denial for members to participate in the program every semester to the State TA Office. **This document is initiated by the State TA Office to Commanders after a member has submitted a complete application and been reviewed for initial eligibility into the program.**

Authorization: An estimated award amount issued directly to institutions. The authorization is only provided to institutions for approved or conditionally approved applicants in the State TA program. Information on this letter is generated from data provided by the applicant at the time of application. The institution will then report this award on the student's account so they may view it.

FERPA Release/Expectation Form: A form issued (via email) to approved or conditionally approved applicants in the State TA program. This form is filled out, signed/dated and submitted by the student to their institution. The form, which is required per the Family Education Right and Privacy Act, gives authorization to the institution by the student, to release information pertaining to their student account and records to the State TA Office, so eligibility for payment can be confirmed. The form also outlines additional expectations of the student in terms of the State TA program and its requirements.

FAQs

Q. What forms do I have to fill out and when is my application due for each semester?

A. You must apply online and upload all necessary documentation to your application as a packet. **You are provided (1) opportunity to submit your packet, so please make sure your packet is complete before submitting.** Failure to do so could result in immediate disqualification. Deadlines for Application Packet submissions are posted on our homepage. Late documentation is not accepted. See Comprehensive Guide to Applying Online for a complete list of required documents (**document checklist**).

Q. The application deadline is approaching and my *cost breakdown* isn't available yet from my school. What should I do?

A. You need to ensure you have all documentation uploaded on or before the deadline established. If your cost breakdown isn't available yet, visit your school's website and find the appropriate tuition/fees schedule by semester and upload the form in place of the cost breakdown. Make sure it's for the correct program and year.

Q. The application deadline is approaching and I don't have a *course schedule* yet! What should I do?

A. If you don't have a course schedule yet, attach **ALL** of the following documentation to your online application in lieu of the course schedule:

NOTE: failure to submit ALL required docs listed below will result in automatic disqualification!

A letter of acceptance/enrollment from your institution

-and-

A letter from your institution's Academic Advisor specifying the number of credit hours they anticipate you will be registering for **and** the date they expect your registration to be completed.

You will be asked by the State TA office to later provide an official copy of your course schedule to verify this information. **We must be able to verify the number of hours and courses you are scheduled for from an official at your institution. Later you may be asked to provide the schedule at the State TA Office's request. If such a request is made and you fail to provide it by the timeline outlined by the State TA office at the time of the request, you could be disqualified from the process.**

Q. I am waitlisted for several classes and I am I not officially in an enrolled status. What's going to happen to my application?

A. Waitlisted classes are **not** eligible for State TA Authorization. If you later become enrolled in those courses, your school will submit a request for adjustment to your original authorization letter after your add/drop period has finished and if funding is available, your institution's request will be considered.

Additional funding for the added class(es) will be based on funding availability at that time and is not guaranteed.

Q. How will I (and my school) know I am authorized for tuition assistance and how much tuition assistance will I be receiving?

A. Once you have submitted your online application packet and the deadline period has closed, review of the application will begin accordingly and your file will be submitted to your Unit Commander for approval to participate in the program and to verify your DOE, ETS, MOS/AFSC, PRN#.

If it is determined you are eligible, you will be emailed a FERPA Release/Expectation Form to your preferred email address listed on your application and your school will be notified of your authorized amount for the semester. You will be able to check your student account at your institution to learn the amount you were authorized for or you may contact your institution if it is not yet posted.

Please Advise: the eligibility review period can take several weeks after you submit your online application packet, so please be patient.

Once you receive an emailed FERPA Release/Expectation Form you must sign/date it and provide to your school's billing department (military certifying official if CSUG). In the body of the email, your school contact person will be listed, so you know who to turn your letter into.

Be sure you pay attention to your school's established deadlines for billing!

Your school will not invoice the State TA Office for payment until they have received your signed FERPA Release/Expectation form and the Add/Drop period has passed. So please make sure you have turned it in by your institution's billing deadline, otherwise you will risk not having your State TA Paid!

Q. I received other sources of aid and my eligibility was adjusted or I no longer qualify for State TA. Why is this?

A. Per C.R.S. 23-5-111.4 a. 5 A member shall be eligible for tuition assistance pursuant to this section to the extent that the sum of the member's tuition from all sources, including the federal government, does not exceed one hundred percent of the cost of tuition. Students reported by their institution as having 'other sources of aid' will have their State TA recalculated accordingly. If it is determined you have more aid than needed to cover your tuition, your State TA will not be paid. Refunds of State TA money to members is also not permitted.

Q. Do I have to be a member of the Colorado National Guard (either Army or Air Force) to be eligible for the tuition benefits? Are spouses/dependents eligible?

A. Yes, you do have to be an active drilling member of the CONG. Spouses/dependents are *NOT* eligible for the tuition assistance program; however there are some schools that have opted to waive registration/enrollment fees to military spouses/dependents. Please ask for discounts at the school.

The Education Office has many federal funded tests that are offered to spouses/dependents free of charge. Click on the federal tuition link for information.

[Click Here for GoArmyEd](#)

Q. How much Tuition Assistance does the state pay each semester?

A. State Tuition Assistance can pay up to \$4,250 of your in-state tuition (after COF stipend applied, **not to exceed \$4,250 or \$475/credit hour**). **Funding is subject to change, based on funding availability.**

State TA does not pay for books, fees or living expenses. The awarded amount each semester is based on how many applications are received, and how much funding is available. Refunds are also not available to members utilizing the funding.

Q. Does State Tuition Assistance pay for out-of-state residents?

A. As of 1 July 2007, a member of the Colorado Guard whose sole residency is Colorado is eligible for 'in-state tuition status.' Becoming a member of the Colorado Guard doesn't

automatically guarantee you in-state residency but it does make you eligible for the in-state tuition rate at state colleges and universities. You must contact the school you are interested in attending to find out their process for applying for in-state tuition and complete their required in-state tuition and residency paperwork.

Q. Can I use State TA for cost of living or any other expenses?

A. No. State TA is for tuition only. Books, fees and living expenses are the responsibility of the applicant. Please be advised that if you may have paid to your institution directly for tuition, they may not be required to reimburse money you paid out of pocket and could apply it to your other charges. Be sure to check your institution's refund policy regarding student payments. State TA Funds are issued directly to your school.

Refunds to students with State TA funds are not permitted. If you receive a refund check from your institution, it is always wise to confirm with both your institution's billing office (first) and the State TA office (2nd) that you have not received any State TA money as a refund. You could later be required to return that funding to the institution or the State TA Office if an error was made at your institution.

Q. What happens if I drop a class or withdraw from school?

A. If you drop a class, you should immediately notify the State TA Office and your school's billing office. Your eligibility may need to be adjusted. Typically if you drop during your school's designated add/drop period they will also remove the charges from the dropped course but it is advised that you still follow up with your school regarding this and do not assume the charges have been removed automatically.

If you withdraw completely from a class or school, you are required to notify the State TA office immediately before doing so, so that funds may be reallocated to other members. **You will be responsible for repayment back to the State TA office if any withdrawn classes were paid with State TA Funds. If you withdraw before State TA funds were paid, you are responsible for making payment arrangements with your institution to cover your balance.**

Q. What is the difference between withdrawing from school and dropping?

A. Withdrawing from school means you are no longer an enrolled student at the institution and are not attending any classes (you will likely receive a W or I on your transcript depending on the school's grading practices). **There can be serious financial implications for benefits or financial aid you may have received, if you withdraw from school during the semester.** You should always speak to someone in Financial Aid, the Business Office and State TA Office before withdrawing from school so you can make an educated decision. You could end up with a balance you have to pay out of pocket and this could affect your ability to re-enter school or transfer credits to another institution.

Dropping courses typically occurs during your school's Add/Drop period. If you add/drop classes during the school's specified period of time you may not be penalized for doing so (check your school's add/drop policy in their catalog).

Dropping courses can affect your State TA authorization amount. Additional classes added AFTER your initial authorization was issued from the State TA Office, could result in an out of

pocket payment from you, if additional State TA funds become unavailable.

*If you were to drop ALL your courses and not replace them, you have essentially withdrawn from school.

Q. When will my State TA be paid?

A. Your school is permitted to invoice the State TA office once the add/drop period has ended AND they have received your signed/dated FERPA Release/Expectation form (which you submit). Invoices will not be paid if your form is not provided by your school's deadline!

Q. If I apply for CO National Guard State Tuition Assistance and also Federal Tuition Assistance (GOARMYED), can I use both sources to pay for my schooling? What about my GI Bill?

A. Yes, in some cases. CO National Guard State Tuition Assistance will be applied towards your tuition first. You can apply for Federal TA (GOARMYED) on your remaining tuition balance if you apply. Or, you can apply for GI Bill funding.

Tuition paid from any tuition assistance source cannot exceed 100%. GI Bill funding and Federal TA (GOARMYED) cannot be used simultaneously for the same courses.

Q. Is there a minimum Cumulative Grade Point Average requirement for State Tuition Assistance?

A. Yes. You are required to maintain a minimum cumulative grade point average of 2.5 every semester. If you do not fulfill this requirement, the state is no longer obligated to pay your tuition.